

Iowa Department of Human Services
PERSONAL SERVICE WAIVER REQUEST

Responsible Person:

Date:

Case Number:

Dependents:

Your name has been referred to this office as a parent who recently had a child placed in foster care. Foster care includes care in a licensed or approved facility on a 24-hour-a-day basis by a person or agency other than the child's parent or guardian.

The Department of Human Services (DHS) initially pays the cost of foster care. However, under Iowa law, children in foster care and their parents have the primary responsibility to pay the cost of the placement. The DHS Child Support Recovery Unit, of which the Foster Care Recovery Unit is a part, is responsible for establishing the support obligation that you must pay for the period of time that your dependents receive public assistance. (Iowa Code Chapter 252C defines foster care costs paid by the DHS as public assistance.)

Iowa law requires that this legal support action begin with personal service of the Notice of Support Debt: Foster Care. Personal service is the delivery of the notice to you or another adult at your home or workplace by the sheriff or a private process server. The date of the personal service is important because the time frames associated with the legal action begin on the date personal service is obtained.

As an alternative to having you personally served by the sheriff or private process server, I am providing you the opportunity to waive your right to personal service of the enclosed Notice of Support Debt: Foster Care. I have enclosed a Waiver of Personal Service and Acceptance for your signature should you wish to waive your right to personal service under Iowa Code Chapter 252C and the rules of civil procedure.

A Notice of Support Debt: Foster Care is enclosed. ***It is very important that you read this notice.*** The notice contains detailed information about your obligation to provide financial support and medical support for your dependents who are presently or have previously received public assistance.

-----**Important Information. Please Read Carefully**-----

The time frames stated in the attached Notice Of Support Debt: Foster Care which apply to this legal action begin as of the date of your signature on the Waiver Of Personal Service And Acceptance. If you waive and accept personal service, you will not be served with a copy of the Notice Of Support Debt: Foster Care by the Sheriff or a private process server. You may wish to consult with an attorney before signing the Waiver And Acceptance Of Personal Service. If you do not wish to waive your right to personal service, the Foster Care Recovery unit will have you personally served with the Notice Of Support Debt: Foster Care. Your signature on the Waiver Of Personal Service And Acceptance is not an agreement to a support amount.

If you agree to waive your right to personal service, please sign and date the Waiver of Personal Service and Acceptance in front of a notary public. This can be done free of charge at any office of the Child Support Recovery Unit or at the Foster Care Recovery Unit.

I have enclosed a Foster Care Financial Statement for you to complete and return.
Also enclosed is an important informational page entitled Information About Immediate Income Withholding.

Please return the signed notarized Waiver of Personal Service and Acceptance and the completed Foster Care Financial Statement with proof of income and deductions to me within 10 days from the date of this letter. If I do not receive these documents from you within that time, I will arrange to have you personally served with the Notice of Support Debt: Foster Care to proceed with our intended action to obtain a support order. If you have any questions, you may telephone or visit me at the Foster Care Recovery Unit, or consult with an attorney.

Foster Care Recovery Unit

Phone: